NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUBJECT: MEDICATION CLINIC PROCESS FOR AUDITING CLINICAL

PRESCRIBERS

NUMBER: NN- FM-13 Page 1 of 2

ORIGINAL DATE: 2/17/11

REVIEW/REVISED DATE:

APPROVAL: Rosalyne Reynolds {s} , Agency Director

I. PURPOSE

The purpose of this policy is to establish a procedure for the medication clinic process for auditing the clinical prescribers (MD/APN/DO), charting on consumers seen against services billed.

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) that for each bill generated from a service provided, there must be a corresponding progress note completed by the clinician describing in detail the billable service.

III. REFERENCES

- MHDS Policy #4.030, Basic Documentation Guidelines for Medical Records
- NNAMHS Policy NN-IM-MR-20 Medical Records, Basic Charting Standards.

IV. PROCEDURE

- The master schedule listing consumers seen the previous day, those who
 did not keep their appointments, the sign-in list for scheduled as well as
 walk-ins, and the walk-in slips of those seen is collected and reviewed.
- 2. A list of billable services in the medication clinic is obtained from AVATAR.
- 3. The administrative assistant then compares the billable service provided to the MHDS progress note to ensure that the two match.
- 3. If there is a discrepancy between the billed service and documentation then the clinic supervisor is notified by e-mail attaching the billed service and progress note to compare.
- 5. Corrections are then made as needed.
- 6. Auditing the content of the documentation for appropriateness occurs in two ways:
 - a. At each visit the nurse reviews the progress note written by the clinician at the previous visit. Any issue regarding documentation is reviewed by the clinic supervisor for appropriate action.
 - The clinic supervisor then forwards to Performance Improvement any issues involving clinical staff and documentation is also forwarded to the Agency Medical Director for follow-up.
 - c. The clinic supervisor, during the course of business each day, reviews four or five prescriber notes in the electronic medical record. Any discrepancy or issues are brought to the attention of the prescriber, I.T. and Medical Director as appropriate.
 - 7. Productivity reports are run the following day to also ensure that there are no discrepancies with double billing, incorrect coding for no shows or omissions of a note generating a bill.